

JOB DESCRIPTION
TRANSPORTATION MECHANIC

TITLE

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	High school diploma or General Education Developmental (GED) certificate and three to five years related experience.
Language Skills	Ability to read and interpret documents such as safety rules, operating instructions and procedures manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.
Mathematical Skills	Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumferences, and volume. Ability to apply concepts of basic algebra.
Certificate/License	Valid Florida Commercial Driver License Class B obtained within 30 days of employment.
Reasoning Ability	Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch, crawl, talk, and hear. The employee occasionally lifts and/or moves up to 50 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may be exposed to moving mechanical parts, fumes, toxic or caustic chemicals, electrical units, vibrations, slippery or uneven surfaces. The noise level in the work environment is usually loud.

REPORTS Transportation Service Foreman
TO

GENERAL RESPONSIBILITIES

1. Performs journeyman mechanic work on the District automotive equipment and fleet.

SPECIFIC RESPONSIBILITIES

1. Maintains a working technical knowledge of all mechanical functions and repair procedures of fleet vehicles.
2. Demonstrates an understanding of all technical information and instruction provided.
3. Repairs and overhauls automobiles, buses, trucks, and other equipment.
4. Rebuilds and tunes engines and motors using testing equipment.
5. Inspects and repairs transmissions, universal joints, differentials, and brakes. Repairs and changes tires as required.
6. Rebuilds, repairs and installs electrical automotive apparatus such as starters, generators, magnetos, distributors, voltage regulators and electrical windshield wipers.
7. Repairs hydraulic systems and radiators.
8. Drives service trucks and performs emergency road service work when required.
9. Observes safety rules at all times.
10. Practices cleanliness in all areas associated with repair work. Cleans up all grease, oil, dirt and litter caused by repair work and disposes properly of unusable parts.
11. Cleans and returns tools and vehicles to the proper location when work assignments are completed.

12. Supervises the work of mechanic helpers, when assigned the responsibility by the Service Manager.
13. Lifts heavy objects as required.
14. Performs other duties as assigned.